



**MANUAL PREPARED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000 ("PAIA")**

1. INTRODUCTION

This manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 (“POPIA”), which gives effect to everyone’s Constitutional right to privacy.

POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA. (See Annexure B and Annexure C.)

2. ABOUT UNILEVER

The Unilever Group companies, operating within South Africa (“**Unilever**”), supply home, personal care and foods brands to outlets ranging from small spaza shops to large hypermarkets throughout South Africa.

Unilever Group within South Africa consist of:

- Unilever Holdings Proprietary Limited;
- Unilever South Africa Proprietary Limited;
- Unilever Market Development Proprietary Limited; and
- Aconcagua 14 Investments (RF) Proprietary Limited

3. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

CONTACT DETAILS

Name of Private Body:	Unilever South Africa Proprietary Limited / Unilever Holdings Proprietary Limited / Unilever Market Development Proprietary Limited / Aconcagua 14 Investments (RF) Proprietary Limited
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Designated Information Officer:	████████████████████
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Fax number: 031 570 2644

4. **INFORMATION REGULATORS GUIDE**

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

Postal Address: JD House
 27 Stiemens Street
 Braamfontein, Johannesburg, 2001
 P.O Box 31533, Braamfontein, Johannesburg, 2017

Telephone Number: Not available as at the date of publication of this manual

Fax Number: Not available as at the date of publication of this manual

E-mail Address: infoereg@justice.gov.za

Website: <https://www.justice.gov.za/infoereg/>

5. **INFORMATION AVAILABLE IN TERMS OF POPIA**

5.1 In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by Unilever will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. Please also refer to the Unilever's Privacy Policy for further information (found at: <https://www.unilevernotices.com/south-africa/english/privacy-notice/notice.html>).

5.2 It is recorded that the accessibility of the records listed below, may be subject to the grounds of refusal.

5.3 Unilever collects the following categories of personal information:

“Personal information” means information that may identify you or may be used to identify you. It may include your name; email and/or physical address; fixed or mobile phone number; location; online identifier; race or ethnic origin; gender; age; religious or philosophical beliefs; health or biometric information; culture; language; education; medical, financial, criminal or employment history, including allegations of commissioning offences and proceedings in respect of these allegations; your personal opinions, views or preferences; and another person's views or opinions about you.

Categories of data subjects	Categories of Personal Information collected
Consumers and Customers (including potential and previous consumers and customers)	personal/special personal information, including for example:
	<ul style="list-style-type: none"> • Name and surname; contact information
	<ul style="list-style-type: none"> • biometric information (like photographs)
	<ul style="list-style-type: none"> • surveillance information (e.g. CCTV footage)
	<ul style="list-style-type: none"> • customer and consumer contracts
	<ul style="list-style-type: none"> • location information
	<ul style="list-style-type: none"> • data collected through cookies and tracking technologies
	<ul style="list-style-type: none"> • data collected through surveys and promotional competitions • other information which Unilever may infer about consumers and customers based on their interaction with our products and services
Suppliers, service providers, or contractors	Supplier or supplier representative personal information, including for example:
	<ul style="list-style-type: none"> • Supplier contracts
	<ul style="list-style-type: none"> • Supplier bank details
	<ul style="list-style-type: none"> • Biometric information of supplier representatives
	<ul style="list-style-type: none"> • Surveillance information of supplier representatives (e.g. CCTV footage and security voice recordings) • third-party information, such as the Companies and Intellectual Property Commission (CIPC).
Employees (prospective, previous and existing employees)	Employee personal information and special personal information, including for example:
	<ul style="list-style-type: none"> • Employee education and psychometrics records
	<ul style="list-style-type: none"> • contact details
	<ul style="list-style-type: none"> • race
	<ul style="list-style-type: none"> • religion
	<ul style="list-style-type: none"> • trade union membership
	<ul style="list-style-type: none"> • Employee medical information
	<ul style="list-style-type: none"> • Employee disability information • Employee biometric information

	<ul style="list-style-type: none"> • Employee pension and provident fund information
	<ul style="list-style-type: none"> • Employee bank details
	<ul style="list-style-type: none"> • Employee tax and financial information
	<ul style="list-style-type: none"> • Employee contracts
	<ul style="list-style-type: none"> • Employee beneficiary information
	<ul style="list-style-type: none"> • Employee vehicle registration
Employee records	Employee performance records
	Payroll records
	Electronic access records
	Physical access records
	Surveillance records
	Health and safety records
	Training records
	Background checks
	Criminal checks
	Employment history
Job applicants	Curriculum vitae and application forms
	Criminal checks
	Background checks
Family members of employees	Personal information
	Medical and disability information
	Personal information acquired for processing travel documents
Children of employees	Child's personal information processed e.g. birth certificate, etc.
	Child's medical information and disability information
	Child's information acquired for processing travel documents
Visitors	Physical access records
	Electronic access records, scans and photographs
	Surveillance records (e.g CCTV footage and security voice recordings)

Biometric information

5.4 **The purpose of processing personal information**

Depending on the category of personal information which is collected, the purposes for processing may include:

- 5.4.1 the provision of information, products or services to data subjects;
- 5.4.2 communication with data subjects;
- 5.4.3 to improve our products or services;
- 5.4.4 conducting research and compiling research reports;
- 5.4.5 provision of support services to data subjects;
- 5.4.6 preparing aggregated and anonymised reports;
- 5.4.7 to manage accounts, receive services and process payments;
- 5.4.8 to assess the suitability of job applicants for employment;
- 5.4.9 meeting legal obligations in respect of employment equity and to comply with other applicable laws; and
- 5.4.10 provision of effective advertising, including direct marketing.

5.5 **The recipients or categories of recipients to whom the personal information may be supplied**

Depending on the nature of the personal information, Unilever may supply information or records to the following categories of recipients:

- 5.5.1 other companies within the Unilever group;
- 5.5.2 Unilever's business partners;
- 5.5.3 other parties in response to legal process or when necessary to conduct or protect its legal rights;
- 5.5.4 other parties in connection with certain business transactions. In the event that Unilever restructures or sells any of its businesses or assets, Unilever may disclose data subjects' personal information to the prospective buyer of such business or assets or other transacting party;

- 5.5.5 companies that provide services to Unilever or act on its behalf may have access to information about data subjects. These companies are limited in their ability to use information they receive in the course of providing services to Unilever or data subjects; and
- 5.5.6 third-parties where the data subject provides consent.

5.6 **Planned transborder flows of personal information**

Unilever will only send personal information collected within a restricted legal framework, such as to e.g. South Africa, the European Economic Area (EEA) or Asian Pacific Economic Cooperation (APEC), and otherwise to countries which do not have data protection laws that are considered to provide appropriate levels of protection in the restricted legal framework in circumstances such as:

- 5.6.1 where you have instructed us to do so;
- 5.6.2 in order to comply with a legal duty; or
- 5.6.3 in order to work with our agents and advisers who we use to help run our business and services.

If we do transfer personal information to outside of the restricted legal framework, Unilever will make sure that it is protected in the same way as if it was being used in that restricted legal framework. We'll use one of the following safeguards:

- 5.6.4 Transfer to another Country whose privacy legislation ensures an adequate level of protection of personal information similar or equivalent to the country it was collected in; or
- 5.6.5 Put in place a contract with the third-party that means they must protect personal information to the same standards as in the country the data was collected in.

5.7 **A general description of information security measures to be implemented by Unilever**

Unilever takes extensive information security measures to ensure the confidentiality, integrity and availability of personal information in our possession. Unilever takes appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are available in accordance with the following legislation:

- 6.1 Income Tax Act 58 of 1962 : Section 75;
- 6.2 Unemployment Insurance Act 63 of 2001 : Sections 42 and 56;

- 6.3 Value Added Tax Act 89 of 1991 : Section 55;
- 6.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993 : Sections 80 – 82;
- 6.5 Occupational Health and Safety Act 85 of 1993 and Occupational Health and Safety Regulations;
- 6.6 Labour Relations Act 66 of 1995 : Section 89;
- 6.7 Basic Conditions of Employment Act 75 of 1997 : Sections 29(4), 30 and 31;
- 6.8 Employment Equity Act 55 of 1998 : Section 26;
- 6.9 Skills Development Levies Act 9 of 1999 : Section 13;
- 6.10 Pension Funds Act 24 of 1956 : Sections 5(2), 15 and 35;
- 6.11 Companies Act 71 of 2008;
- 6.12 Close Corporations Act 69 of 1984;
- 6.13 Skills Development Act 97 of 1998;
- 6.14 Stock Exchanges Control Act 1 of 1985 (and the rules and listing requirements of the JSE Securities Exchange authorised in terms thereof);
- 6.15 Unemployment Contributions Act 4 of 2002;
- 6.16 The records that are required in terms of section 134 of the Insolvency Act 24 of 1936;
- 6.17 Consumer Protection Act 68 of 2008; and
- 6.18 Protection of Personal Information Act 4 of 2013.

7. ACCESS TO THE RECORDS HELD BY UNILEVER

- 7.1 In the absence of the Section 52(2) of PAIA notice, certain records are freely available without request on Unilever's website: www.unilever.co.za .
- 7.2 The subjects on which the private body holds records and the categories on each subject in terms of Section 51(1)(e) of PAIA are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of PAIA:

7.2.1 HUMAN RESOURCES DEPARTMENT

- 7.2.1.1 Unilever administration policies and procedures
- 7.2.1.2 List of contractors / sub-contractors
- 7.2.1.3 Registrations with Department of Labour: UIF, COIDA and Skills Development Levies Act
- 7.2.1.4 Address lists and internal telephone lists
- 7.2.1.5 Personnel files
- 7.2.1.6 Letters of appointment
- 7.2.1.7 Fringe benefit breakdown
- 7.2.1.8 Leave forms
- 7.2.1.9 Employee contracts of employment

- 7.2.1.10 List of employees
- 7.2.1.11 Payroll records
- 7.2.1.12 Recruitment records
- 7.2.1.13 Training records, manuals, materials and reports
- 7.2.1.14 UIF returns
- 7.2.1.15 CCMA records
- 7.2.1.16 Disciplinary hearings
- 7.2.1.17 Salary packages
- 7.2.1.18 Employment equity records and reports

7.2.2 **SECRETARIAL AND LEGAL**

- 7.2.2.1 Company statutory records
- 7.2.2.2 Share certificates
- 7.2.2.3 Powers of attorney / proxies
- 7.2.2.4 Central contracts register
- 7.2.2.5 Record of major litigation / arbitration proceedings
- 7.2.2.6 Insurance policies
- 7.2.2.7 Title deeds
- 7.2.2.8 Mortgage bonds
- 7.2.2.9 Trade mark, copyright, patent, service mark certificates and registrations

7.2.3 **FINANCIAL ACCOUNTS**

- 7.2.3.1 Audited financial statements
- 7.2.3.2 Accounting records
- 7.2.3.3 Debtors and creditors information
- 7.2.3.4 Assets registers
- 7.2.3.5 Public utility accounts

7.2.4 **TREASURY**

- 7.2.4.1 Banking information and mandates
- 7.2.4.2 VAT registration certificate
- 7.2.4.3 Income tax records
- 7.2.4.4 Tax records
- 7.2.4.5 Monthly receipts from SARS

7.2.5 **SAFETY, HEALTH AND ENVIRONMENT**

- 7.2.5.1 Complete Safety, Health and Environment Risk Assessment
- 7.2.5.2 Environmental Managements Plans
- 7.2.5.3 Inquiries, inspections, examinations by environmental authorities

7.2.6 **MARKETING DEPARTMENTS**

- 7.2.6.1 Advertising and promotional material

7.2.7 **SALES DEPARTMENTS**

- 7.2.7.1 Customer details
- 7.2.7.2 Credit application information
- 7.2.7.3 Information and records provided by a third party

7.2.8 **IT DEPARTMENT**

7.2.8.1 Information technology systems and user manuals

7.2.9 **CORPORATE AFFAIRS**

7.2.9.1 Records of all donations to education and society

7.3 General information about Unilever can be accessed via the internet on www.unilever.co.za, which is available to all persons who have access to the internet.

8. THE REQUEST PROCEDURES

8.1 Form of request:

8.1.1 This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address set out in this manual. Such requests must be made by means of the form attached hereto as Annexure A.

8.1.2 A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

8.1.3 POPIA provides that a data subject may, upon proof of identity, request Unilever to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

8.1.4 POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Unilever must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

8.1.5 Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.

8.1.6 POPIA provides that a data subject may object, at any time, to the processing of personal information by Unilever, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Annexure B and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

8.1.7 A data subject may also request Unilever to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Unilever is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

8.1.8 A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above in this manual by means of the form attached hereto as Annexure C.

8.2 Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

- 8.3 Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

9. GROUNDINGS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

- 9.1 There are various grounds upon which a request for access to a record may be refused. These grounds include:
- 9.1.1 the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
 - 9.1.2 the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
 - 9.1.3 if disclosure would result in the breach of a duty of confidence owed to a third party;
 - 9.1.4 if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
 - 9.1.5 if the record was produced during legal proceedings, unless that legal privilege has been waived;
 - 9.1.6 if the record contains trade secrets, financial or sensitive information or any information that would put Unilever (at a disadvantage in negotiations or prejudice it in commercial competition); and/or
 - 9.1.7 if the record contains information about research being carried out or about to be carried out on behalf of a third party or by Unilever.
- 9.2 Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- 9.3 If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

10. **REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**

- 10.1 If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.
- 10.2 There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.
- 10.3 Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

11. **AVAILABILITY OF THE MANUAL**

This manual is available:

- 11.1 for inspection at the office of Unilever, free of charge;
- 11.2 on the Unilever website at www.unilever.co.za.

12. **FEES IN RESPECT OF PRIVATE BODIES**

12.1 The fees referred to in regulation 3 are as follows:

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R24.00

8.	Copy of an audio record on: (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

(1) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

PRESCRIBED FORMS

Annexure A FORM 2: REQUEST FOR ACCESS TO RECORD

REQUEST FOR ACCESS TO RECORD

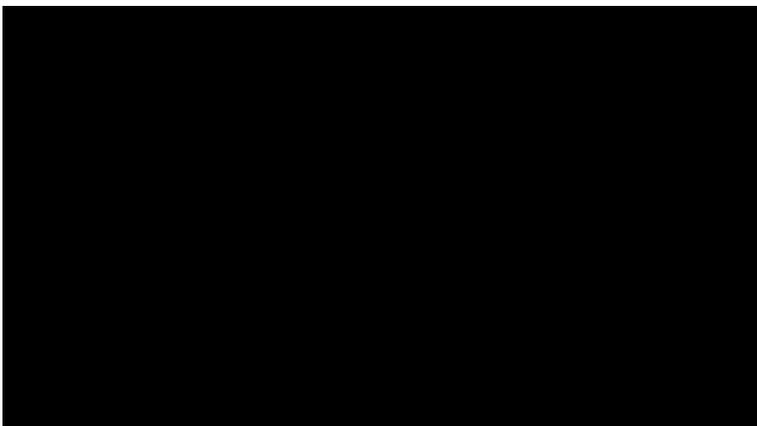
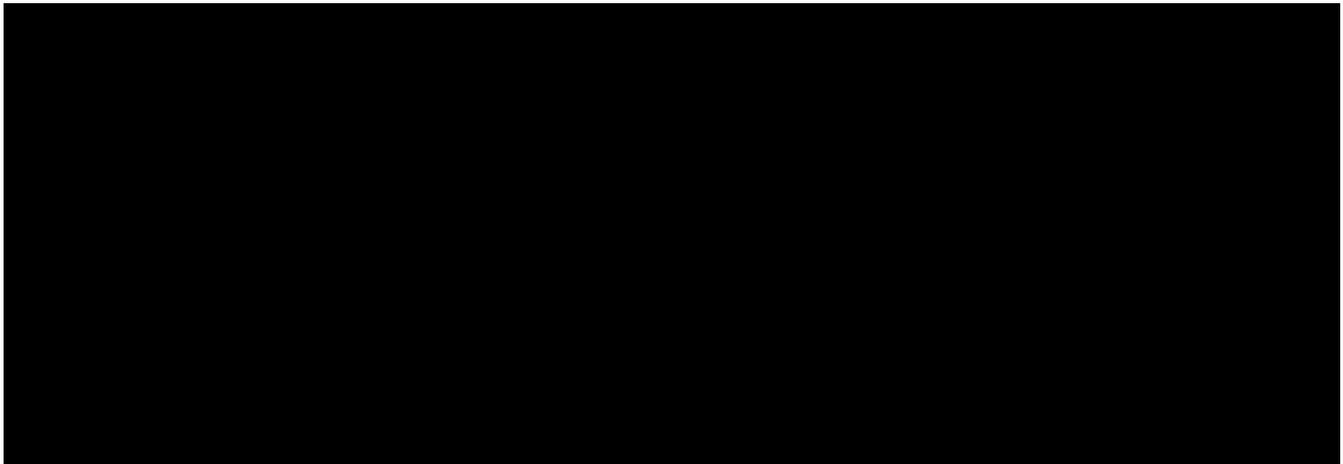
[Regulation 7]

Note:

- 12. Proof of identity must be attached by the requester.
- 13. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The information officer

Requests can be submitted either via post, e-mail or fax and should be addressed to the Information Officer as indicated below:



Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION

Full names:	
Identity number:	
Capacity in which request is made (when made on behalf of another person):	
Postal Address:	
Street Address:	
E-mail Address:	
Contact numbers:	
Tel. (B):	
Cellular:	
Facsimile:	
Full names of person on whose behalf request is made (if applicable):	
Identity number:	
Postal Address:	
Street Address:	
E-mail Address:	
Contact numbers:	
Tel. (B):	
Cellular:	
Facsimile:	
PARTICULARS OF RECORD REQUESTED	
Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)	
Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	

TYPE OF RECORD (Mark the applicable box with an "X")
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Record is in written or printed form	
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS (Mark the applicable box with an "X")	
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription or virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS (Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEs	
a)	A request fee must be paid before the request will be considered.
b)	You will be notified of the amount of the access fee to be paid.

c)	The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
d)	If you qualify for exemption of the payment of any fee, please state the reason for exemption.
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ on this _____ day of _____
20_____

Signature of requester / person on whose behalf request is made

.....
.....

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

**Annexure B OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4
OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	

**Annexure C REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4
OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY

Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a)</p> <p>WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b)</p> <p>WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at this day of20.....

.....

Signature of data subject/ designated person